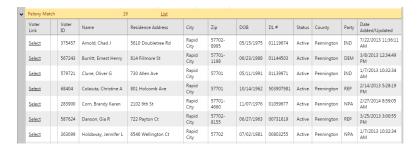
Felony Match, Deaths, Review – DL & SSN

FELONY MATCH

The Felony Match queue item in your Home Screen displays voters who have been recorded by the Unified Judicial System (UJS) as recently being convicted of a felony.

To process these voters, click the arrow next to Felony Match queue item on your Home Screen and click Select.

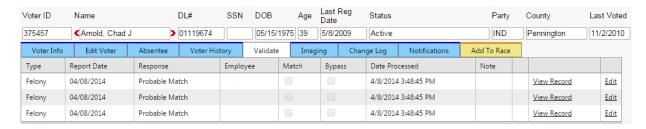


You will then see the Validate tab of that voter's record listing the matches found for that voter. The Validate tab will list the matches found for the voter you selected.

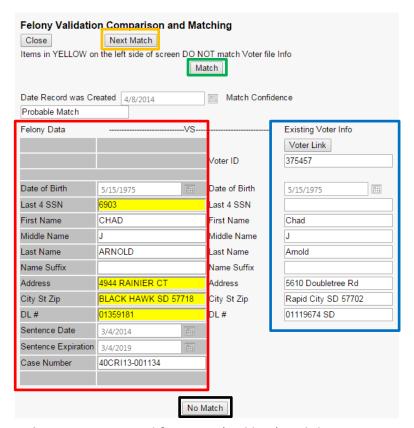
There are three different types of matches: Perfect, Probable and Possible.

- Perfect: First name, last name, and social security/driver's license number;
- Probable: First name, date of birth, and social security/driver's license number; or
- Possible: Last name, date of birth, and social security/driver's license number.

In the example below, there are three different aliases for that voter so there are three different probable matches. It does not matter which record you choose.

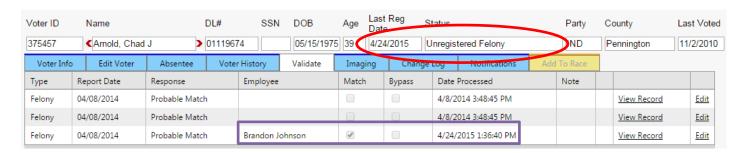


To view the Felony Validation Comparison and Matching screen, click View Record.



This screen shows the **Felony Data** received from UJS (**red** box) and the **Existing Voter Info** (**blue** box). The items in yellow on the left side DO NOT match the existing Voter File Info. If the **Felony Data** matches your **Existing Voter Info** and you are confident that this is a proper match, click the **Match** button (**green** box). By clicking the **Match** button, you will move the voter to a Status of "Unregistered Felon" and the Last Registration Date (red oval below) will change to today's date.

If you click the **No Match** button (**black** box), the voter will not change and everything for the voter will stay the same. Please note that if you click on **No Match**, you will need to click <u>View Record</u> for each alias that shows on the Validate tab and click **No Match** for that alias or click the **Next Match** button (**orange** box) and click **No Match** for the following alias. You will also see the Employee who administered the match and the date on the voter's Validate tab (**purple** box below).



DEATHS

The Deaths queue item displays the voters that the Department of Health – Vital Statistics has recorded as deceased.

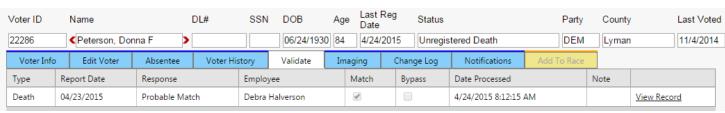
To process these voters, click the arrow next to the Deaths queue item on your Home Screen and click <u>Select</u>.



The next screen you will see is the **Death Validation Comparison and Matching** screen.

Much like the Felony Validation Comparison and Matching screen, you will view the Vital Statistics Data vs. the Existing Voter Info to determine if this a match or not. If you find the information to match, you will click on the Match button. If you do not find enough data to support a match, you will click on the No Match button. By clicking the Match button, the voter will be moved to a Status of "Unregistered Death" and the Last Registration Date will update to today's date. If you click on the No Match button, the voter will stay the same and nothing will change for the existing voter.



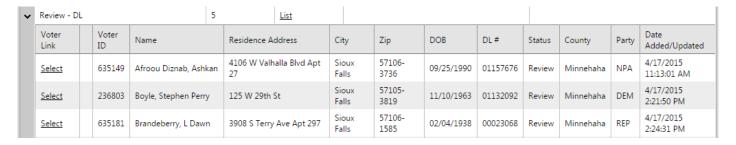


REVIEW - DL & SSN

Review - DL

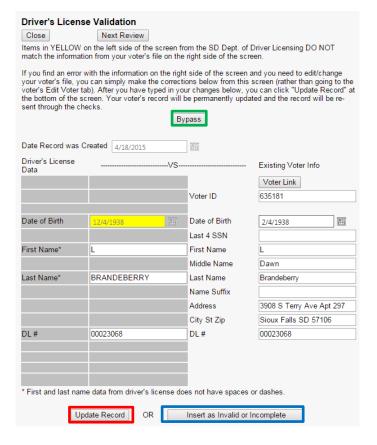
The Review – DL queue item in your Home Screen displays voters who have been recently registered or updated and have been flagged by Driver's Licensing as having incorrect information entered (i.e. driver's license number does not match, birthdate does not match, etc.).

To process these voters, click the arrow next to the Review- DL queue item on your Home Screen and click <u>Select</u>.

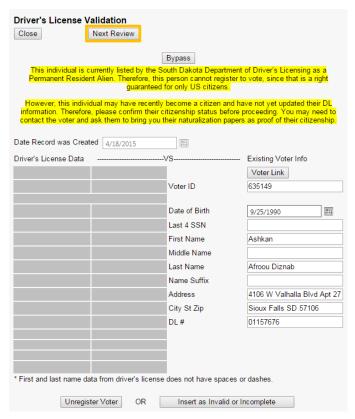


The next screen you should see is the Driver's License Validation screen.

The column on the left is the information received from **Driver's Licensing**. The column on the right shows the **Existing Voter Info**. The item in yellow on the left side of the screen from Driver's Licensing does not match the information from the voter's file on the right side of the screen. In this example, the date of birth does not match. After you have determined what the correct information should be, you would then edit the information on the right side of the screen and click the **Update Record** button (red box). If you believe the information that you have entered in is correct and there is nothing that needs to be updated, click the Bypass button (green box) and the voter will be registered with the information that you have entered. If you wish to send the voter an Invalid or Incomplete notice so the voter can respond with the correct information, click the Insert as Invalid or Incomplete button (blue box) and an Invalid or Incomplete Notice will be generated for that voter, which you can print and send.



There is also another type of Driver's License Validation screen that you may see and that is the **Permanent Resident Alien** validation screen.



On this screen, there will be no Driver's License Data on the left side of the screen. If you believe the information to be correct and they are a United States citizen, click the **Bypass** button and they will be registered to vote. If you believe that the information is not correct and they are not a United State citizen, click the **Unregister Voter** button. Again, you will want to confirm with the voter if the information that was entered is correct or not. If you are not sure and wish to send the voter an Invalid or Incomplete Notice, click the **Insert as Invalid or Incomplete** button and a notice will be generated for the voter for you to print and send.

To view the next record in your Review – DL queue, click the Next Review button (orange box).

Review - SSN

The Review – SSN queue item in your Home Screen displays voters who have been recently registered or updated and have been flagged by the Social Security Administration (SSA) as having information entered in that does not match the SSA's records.

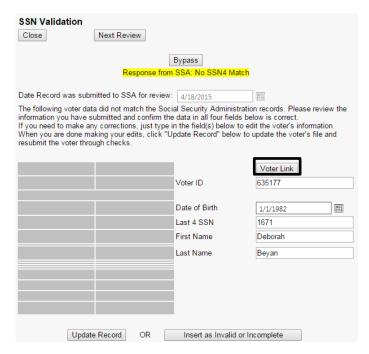
To process these voters, click the arrow next to the Review- SSN queue item on your Home Screen and click Select.



You should then see the SSN Validation screen.

The information on this screen does not match the SSA records and needs to be validated. If you believe the information to be correct, click the **Bypass** button and they will be registered to vote. If you confirm with the voter that the information is not correct, edit the information on the right side of the screen and click on the **Update Record** button. You will want to confirm with the voter if the information you entered is correct or not. If you are not sure and wish to send the voter an Invalid or Incomplete Notice, click the **Insert as Invalid or Incomplete** button and a notice will be generated for the voter for you to print and send.

To view the next record in your Review – SSN queue, click the Next Review button (orange box).



You can also view the voter's Imaging tab by clicking the Voter Link button (black box).